

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)



CALIFORNIA
STATE
GOVERNMENT

OPEN – SPOT, SACRAMENTO
LM86 -- 1312 6PB1001

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE	This is an open – spot, Sacramento examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated on this bulletin may apply.
HOW TO APPLY	<p>Applicants must apply using the following method:</p> <p>Applicants MUST complete and submit an application VIA THE INTERNET. If you meet the minimum qualifications, you will be scheduled to take the written test in Sacramento. Please note that Sacramento is the ONLY TESTING LOCATION available for this examination.</p> <p>To apply using the State Personnel Board Internet Application Process, go to www.spb.ca.gov/employment/exam_start.htm. Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. An immediate minimum qualification determination will be made by the on-line system. You will be notified approximately two to three weeks after the final filing date of the time, place and date to take the written test.</p> <p>APPLICATIONS WILL ONLY BE ACCEPTED VIA THE STATE PERSONNEL BOARD INTERNET APPLICATION SYSTEM. PLEASE <u>DO NOT</u> MAIL OR DELIVER A COMPLETED STATE APPLICATION FORM (STD. 678) TO THE STATE PERSONNEL BOARD, AS IT WILL NOT BE ACCEPTED FOR THIS EXAMINATION.</p> <p>If you meet the entrance requirements for this examination and for Senior Information Systems Analyst (Specialist), scheduled on the same day, you may apply for both examinations on a single application through the internet application process.</p>
APPLICATION DEADLINE	On-line applications must be submitted by midnight (12:00 p.m.) Pacific Standard Time (PST) on April 4, 2006 , the final filing date. On-line applications submitted after midnight, 12:00 p.m. PST or after the final filing date will not be accepted for any reason. Any application not submitted using the SPB internet application system will not be accepted for any reason. It is the applicant's responsibility to ensure sufficient time is allowed to complete the on-line application before midnight, 12:00 p.m. PST on the final filing date. All applicants that have not completed the entire on-line application process prior to the final filing deadline will not be accepted.
SPECIAL TESTING ARRANGEMENTS	Candidates with disabilities who require special application filing and/or testing arrangements should call the State Personnel Board, Examination Services Unit at (916) 653-1502 or TTY (916) 654-6336.
WRITTEN TEST DATE	The written test will be held on May 6, 2006 , at various locations in Sacramento.
REQUIRED IDENTIFICATION	Note: Accepted applicants will be required to bring either a photo identification card or two forms of signed identification to the written test.
SALARY RANGE	\$4732 - \$5754

(Continued on Reverse Side.)

**ELIGIBLE LIST
INFORMATION**

An open – spot, Sacramento eligible list will be established for the use of all State agencies/departments. The list will be abolished 24 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

**REQUIREMENTS
FOR ADMITTANCE
TO EXAMINATION**

Note: All applicants must meet the education and/or experience requirements for this examination by **April 4, 2006**, the final filing date.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Either I

One year of experience in the California state service performing duties comparable to an Associate Information Systems Analyst (Specialist) or an Associate Information Systems Analyst (Supervisor).

Or II

Experience: Two years of progressively responsible analytical experience performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks or analysis of operational methods and designing information technology systems to meet desired results. At least one year of this experience must include leadership on an information technology project, or participation with other analysts on information technology systems studies of complex nature or broad scope.

Or III

Education: Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

**POSITION
DESCRIPTION**

Under general supervision, acts as a project leader on complex information technology studies or systems, works on complex information technology systems problems, and serves as the advanced technical specialist performing complex analytical studies and activities on complex information technology systems, projects, and/or teleprocessing networks/systems. Typical tasks may include: performing a variety of analytical activities in support of information technology systems, such as microcomputers, multifunction automated office systems, and teleprocessing networks and/or systems. Developing problem solutions using information technology methods; conducting feasibility studies; acting as project managers over information technology system projects; working on analysis and support of multifunction office systems; providing information center services and information technology system services; developing information processing standards and procedures; acting as leadperson over technical personnel in the performance of information system tasks; and doing other related work.

WRITTEN TEST

This examination will consist of a written test weighted 100.00%. The written test is based on the scope, listed below. In order to obtain a position on the eligible list a minimum rating of 70.00% must be attained. ***Competitors who do not appear for this examination will be disqualified.***

Written Test – Weighted 100.00%**SCOPE:**

1. Information Technology Terms and Concepts.
2. System Development Life Cycle (SDLC) and Project Management.
3. Use logical reasoning and analysis.
4. Review and evaluate written documents.

**VETERANS
PREFERENCE**

Veterans Preference credits will be added to the final score of all competitors who are successful in the Written Test and who qualify for, and have requested these points. Due to changes in the law, which was effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

QUESTIONS?

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Section, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502, TTY (916) 654-6336.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination and Selection Services Section in Sacramento, at (916) 653-1502, **three weeks after the final filing date** if he/she has not received a progress notice.

If a candidate's notice of examination fails to reach him/her prior to the day of the examination due to a verified postal error, he/she will be rescheduled upon request.

Applications are available on the State Personnel Board's website at www.spb.ca.gov/employment/exam_start.htm. Applications will only be accepted on-line for this examination.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

CALIFORNIA STATE PERSONNEL BOARD

**801 CAPITOL MALL
SACRAMENTO, CA 95814
(916) 653-1705 – TTY (916) 654-6336**